



# DOCUMENTS NEEDED FOR ENERGY ASSISTANCE APPLICATION (updated 9/5/2012)

For Avon Residents:

Phone 860-409-4346; Email: [cladetto@town.avon.ct.us](mailto:cladetto@town.avon.ct.us); Fax: 860-677-2847

Department of Social Services, Avon Town Hall, Building 5, 2<sup>nd</sup> Floor,  
60 West Main Street, Avon, CT 06001

***\*NEW CLIENTS SHOULD PROVIDE A SOCIAL SECURITY NUMBER &  
DATE OF BIRTH FOR EACH HOUSEHOLD MEMBER.***

## PROOF OF INCOME

- ❖ If employed, paystubs for the past 4 weeks for all household members over age 18. Must be consecutive and very most recent. (2 stubs if paid bi-weekly, or 4 stubs if paid weekly.) Must show gross wages. If self-employed, copy of most recent IRS 1040 w/all schedules
- ❖ Proof of Social Security (SSD &/or SSI), State benefits (cash assistance), Pension, Veteran's Benefit, Child Support, Alimony: If received via direct deposit, you need your most recent bank statement. If it is not received via direct deposit, copies of checks or cancelled checks will suffice. If you receive Child Support weekly, proof for all four most recent, consecutive weeks must be provided. WE CANNOT ACCEPT 1099 FORMS FROM SOCIAL SECURITY.
- ❖ If you are unemployed, the printout of Unemployment Compensation Benefits can be obtained from the Department of Labor's (DOL) website: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) OR bring an unemployment verification form.

## OTHER INCOME

- ❖ If divorced, a copy of court decree OR Family Relation's Court letter OR lawyer's statement verifying amount and frequency of alimony and/or child support. A Child Support Enforcement letter or printout is also acceptable. To obtain one, please contact Child Support Services @ 1-800-228-5437.

## PROOF OF RENT/MORTGAGE PAYMENT

- ❖ Proof of current rent or mortgage payment, as evidenced by your lease or mortgage payment book/statement; a copy of a check OR a current rent receipt (with landlord's name, address, and telephone #)

## PROOF OF ASSETS

- ❖ To verify your CURRENT account balance(s), you must provide the most current bank/credit union statement(s) from every institution that you or any other household member(s) have an account with (all pages). **Any and all bank statements must have your name and bank logo printed on it.**
- ❖ Liquid assets (NOT house or vehicles) include savings & checking accounts, bonds, stocks/shares, CDs and IRAs (if over 59 ½ years old).

## PROOF OF UTILITY BILLS

- ❖ Copy of recent electric bill from CL&P
- ❖ If you heat with gas, bring in most current statement/receipt (i.e. CNG)

**My Appointment date and time is:**